## **CMS User's Training course**

#### **Audience:**

This course is intended for CMS Central and Regional office managers and users. It will instruct them on how to use the online MMCS environment. It will also serve as a prerequisite for many other courses so it will also be taken by: Technical Support Personnel, Maintenance Personnel, Operations Personnel, and Potential Trainers.

#### **Learning Objectives:**

This course serves as a stand-alone course as well as the basic building block for many of the other training courses. It provides an overview of MMCS using lecture, discussion, and hands-on exercises to learn how to use the online MMCS environment

- Overall Objective: To successfully logon and use MMCS to perform daily, weekly, monthly, and yearly tasks.
- By the end of the course, all participants should understand how to:
  - Log on MMCS, view messages, and navigate through the system
  - View beneficiary information and perform enrollments, disenrollments, and updates to beneficiary information for both individuals and groups
  - View, edit, and reverse transactions, and approve and off-cycle transactions
  - View payment information and work with the payment calculator
  - View and possibly edit rates and factors
  - Work with Monthly and On-Demand reports
- In addition, all participants should have a basic understanding of
  - Basic Maintenance functions
  - The Batch environment -- in order to assist MCO users
- For those participants who have access and need they should understand how to:
  - Work with Standard and Ad Hoc Reports in the MicroStrategy environment

Note: This course will serve as a pre-requisite for the Maintenance and Operations Training course.

## Length of class:

This course is scheduled for two days, with one optional half day for users to learn more about reports including Standard and Ad Hoc reporting.

### **Prerequisites:**

None

### **Documents Provided for the Course:**

Participants will be provided with the following documents for this course:

- Course Notes and Quick Reference Guide
- MMCS User's Guide

In addition, the participants will be given the URL for the CMS User Tutorial and the URL for the MCO Users Tutorial.

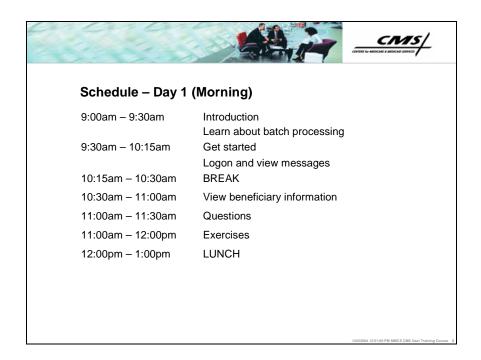
#### **Related Documents:**

None

#### **Course Dates:**

Course #	Audience	Start Date	End Date
CMS-01	CMS Users	01/11/2005	01/13/2005
CMS-02	CMS Users	02/15/2005	02/17/2005

## Planned Schedule (this schedule is subject to change):







## Schedule - Day 2 (Morning)

9:00am – 9:45am View, edit and work with transactions

9:45am – 10:15am Payments 10:15am – 10:30am BREAK

10:30am - 11:00am Rates and Factors

 11:00am – 11:30am
 Questions

 11:30am – 12:00pm
 Exercises

 12:00pm – 1:00pm
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#### Schedule - Day 2 (Afternoon)

1:00pm - 2:000pm Reports

2:00pm – 2:30pm Maintenance

2:30pm – 2:45pm BREAK

2:45pm – 3:15pm Questions and Summary

3:15pm - 4:00pm Exercises

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## Schedule - Day 3

9:00 am – 10:15 am Standard and Ad Hoc Reports

10:15 am – 10:30am BREAK 10;30 am – 11:45 am Exercises

11:45 am – 12:00 pm Summary and Feedback

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